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CONFIDENTIAL

MEMORANDUM FOR: Chief, Plans and Policy

SUBJECT: Intelligence School Weekly Activities Report #3
24 January through 30 January 1957

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I. SIGNIFICANT ITEMS

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The first presentation of [redacted] new Intelligence Research (Maps) got off to a good start on Monday, 28 January. A high degree of interest in this course is shown by oversubscription of students from DDI, DDP, and DDS. Quotas have therefore been established. The present class of [redacted] (the course maximum) consists of [redacted] from ORR, [redacted] from OCR, and [redacted] from OO, PP, TSS and Personnel. The class appears to be mature group of experienced analysts with grades ranging from GS-9 through GS-15. [redacted] anticipates constructive and useful comment in the written critiques which will be submitted during the final session on 15 February.

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II. OTHER ACTIVITIES

a. Intelligence Training

(1) [redacted] attended a meeting of the Training Officers on 29 January. [redacted] outlined the plans of the Intelligence School for 1957. He stressed the emphasis on Intelligence Studies and the training requirements for the DD/I. [redacted] indicated that the former would be published at least three times a year, beginning shortly. He encouraged the TLO's to stimulate ideas and contributions. He also mentioned that an Editorial Board was being organized to formulate policies, pass on contributions, etc. [redacted] outlined the "market analysis research" going on in ORR to define the training requirements of ORR, and promised the same sort of training requirements analysis for the other components of the DD/I. The TLO's response was most enthusiastic, both with respect to Intelligence Studies and the Training Requirements.

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(2) [redacted] students completed Effective Speaking #2 on 23 January. Critiques from the students priased [redacted] course as well organized, excellently conducted and effectively presented.

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(3) Conference Leadership #4 started on Monday, 28 January, with [redacted] students. [redacted] are from the Management Staff, [redacted] from ORR, and [redacted] from the Office of the Comptroller, Personnel, OSI, OTR, and FBID/OO.

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(4) On Monday, 28 January, had a conference with of OBI in connection with an exercise for the Intelligence Techniques course. OBI has come up with a very effective problem, which will be incorporated in the next running of Intelligence Techniques.

b. OTR Orientation Officer

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(1) The JFSO Briefing was conducted for Junior Foreign Service Officers on 23 January.

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(2) The CIA Review program was held on Thursday, 24 January, for overseas returnees. 25X1

(3) On Monday, 28 January, people attended the CIA Introduction.

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(4) On 24 January discussed with C/JOTP, proposal regarding the briefing of the wives of JOT's. feels that the idea is feasible and that such a program would benefit both the JOT program and the Agency. Before any formal arrangements are made, intends to ask the Office of Security for its views. 25X1 25X1

c. Administrative Training 25X1

(1) spent 22 through 24 January at lecturing to the Operations and Operations Familiarization classes. 25X1

(2) met with Assistant Administrative Officer and Training Officer, WE, to coordinate the proposed Finance Procedures course and to get their opinions. They appeared pleased and requested permission to monitor the first running. 25X1 25X1

(3) The Cable Dispatch Refresher classes were held for Logistics clerical employees from 0900 to 1230 on 16, 17 and 18 January. Two written problems were given and the Logistics Training Officer has indicated the classes were well received. found that the group consisted largely of people new to the Agency with only a few "old hands"; therefore, lack of knowledge of the Agency structure and the use of forms caused some difficulty. It is planned to gear future classes to the new employee unless the requesting office indicates that the individuals need only refresher training. 25X1

d. Instructor Training 25X1

has been working with of the A & E Staff on evaluation forms to be used by the students during the Instructional Techniques course.

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e. Reading Improvement

[redacted] OBI, has gathered and returned the information requested on 4 January by [redacted] regarding the 25X1
readability of memoranda. OBI is the first office to assemble the information.

f. Intelligence Orientation

(1) In an effort to improve the overall security of the R & S Auditorium, a Stage Security Officer will henceforth be appointed from the student body.

(2) The staff of both Introduction to Intelligence and Introduction to Communism, the guard force and the Office of Security were all equally baffled when the Yale lock, normally unused, on the vault door was inadvertently thrown into locking position by a student Room Security Officer. After a series of unsuccessful attempts to find the key to this lock, a representative of TSS was asked to pick the lock. This maneuver was accomplished in approximately three minutes, a fact which speaks either well for TSS or badly for the Yale Lock Company. It has been requested that this lock be removed from the door and the hole plugged. 25X1

(3) On Friday, 25 January, [redacted] met to discuss combining the two evalua- 25X1
tion forms used by Introduction to Intelligence and Introduction to Communism into one form; the establishment of a five point rating scale; and the item analysis of test questions. It was decided that a single evaluation form could be instituted at any time and that a five point rating scale should not be attempted until the item analysis has been completed, test questions revised where necessary, and confidence developed in the ability of the tests to discriminate effectively in such a manner that a five point scale would show meaningful differentiation among student performances.

(4) Various possibilities are being explored to determine whether subject matter from three Intelligence School courses can be shortened and combined to develop a special program for selected personnel from the Medical Office. [redacted] feels that a special 25X1
program could be developed without too much difficulty and without preparing any new material. Further discussions will be held with [redacted] before any formal commitment is made. 25X1

(5) On 29 January [redacted] met with the C/OS and 25X1
DC/OS to discuss preparation of the tradecraft and the operations portion of the special course for Office of Security personnel. It was agreed that [redacted] should visit [redacted] in the near future 25X1
to determine the extent to which selected Operations Familiarization material can be adapted to the needs of a special course.

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(6) As of 29 January, [ ] students are enrolled for Intelligence Orientation #6, which will begin on Monday, 4 February.

g. Management Training

(1) Basic Management #31 (GS 12-14) is now in its second week. 25X1

(2) It appears that Basic Supervision #27 (GS 9-11) will begin on 4 February with the maximum enrollment of [ ] 25X1 25X1

(3) In a discussion between [ ] the Comptroller, and [ ] Chief, Finance Division, on 30 January, it was tentatively agreed that [ ] would return to the Office of the Comptroller the second week of April. It was also agreed that [ ] will spend a few days between classes in Finance prior to that date and would in return be available for short periods to assist in the 22 April - 3 May Basic Management presentation. [ ] will confirm this tentative agreement with [ ] 25X1 25X1

h. Clerical Training 25X1

(1) During the week of 21 January there were [ ] people in Clerical Induction Training and [ ] people in Clerical Orientation. 25X1 25X1

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 22 January were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified. 25X1 25X1 25X1

(3) On 23 January [ ] completed the Effective Speaking course given by [ ] 25X1 25X1

(4) [ ] has been working with [ ] [ ] to design a special Secretarial Workshop for all secretaries in the Office of Training (Headquarters). This workshop will probably be scheduled in February. 25X1 25X1

(5) On 24 January [ ] gave special tests in typewriting and shorthand to [ ] employees from FDD and SE. 25X1

i. Visual Aids Staff

The weekly activities report of VAS is attached.

III. PERSONNEL NOTES 25X1

a. [ ] Reading Improvement, completed a course in "Statistics in Psychology and Education" at the George Washington University last week. 25X1

b. [ ] became the father of a baby boy on 30 January. [ ] 25X1

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